

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA**

**SECTION A**  
**POLICY GOVERNING TELEPHONIC COURT APPEARANCES**  
**IN CHAPTER 11 CASES**

- 1). Telephonic appearances are allowed for special setting hearings in Chapter 11 cases without prior Court approval, except in the instances stated below.
- 2). No telephonic appearances are allowed on motion days, except by prior order of the Court.
- 3). If prior permission of the Court to appear telephonically is required, requests for telephonic appearance must be made in writing, *ex parte* to the Court no later than four (4) business days prior to a scheduled hearing. The request will state the case name, case number, matter to be heard, and date of the hearing. The party or counsel requesting telephonic appearance must state his, her, or its position (mover, objector, responder, listen only) with regard to the matter to be heard and whether or not the relief requested is contested.
- 4). No telephonic appearances are allowed for trials and evidentiary hearings on contested matters. Counsel and all witnesses must appear in person.
- 5). For contested matters without evidence but with oral argument, the debtor, debtor's counsel, trustee, trustee's counsel (if applicable), and all objecting parties must appear in person. For hearings on motions without evidence or argument (uncontested or settled), telephonic appearances are allowed.
- 6). The party cited by an Order to Show Cause and his/her counsel must appear in person at the hearing.
- 7). Telephonic participation is allowed in "listen only" mode unless specifically authorized by the Court. Those appearing by phone must place the call on "mute." Election to participate by telephone will not allow the participant to argue at the hearing, unless prior to the hearing an order allowing active participation has been signed. Follow the instructions in #3 to make a request for active telephonic participation.
- 8). The following telephonic providers are approved by the Court: Tele-Court, CourtCall, and Clear2There.
- 9). Counsel for Chapter 11 debtors shall select which provider will be used for telephonic appearances throughout the case. Debtor's counsel shall file a notice in the record of the case alerting interested parties which provider has been chosen.
- 10). At the beginning of the hearing, the Court will read into the record the names of those appearing by telephone.

11). Those wishing to appear telephonically must make a request to the chosen provider to appear telephonically no later than two (2) business days prior to the hearing, unless special permission is obtained by the Court for extenuating circumstances.

12). The Court reserves the right to reject any request to appear telephonically.

13). The election to appear by telephone will be at the participant's own risk, and any failure to connect in the telephonic connection may still be recorded as an appearance on record.